

# Sutton Poyntz Neighbourhood Plan Steering Group

**Minutes of Meeting held on Tuesday 21st November 2017 in the Blue Duck Bar, Springhead Pub, Sutton Poyntz, commencing 19.34 hours.**

**Present:** Katrina Blee (chair), Liz Brierley, Bill Davidson, Peter Dye, Bill Egerton, Sue Elgey, Tony Ferrari, Andy Hohne, Keith Hudson, Keith Johnson, Huw Llewellyn, Colin Marsh.

## **1. Apologies**

Apologies had been received in advance of the meeting from Susan Higham.

## **2. Minutes of the Previous Meeting**

The minutes of the meeting held on 17<sup>th</sup> October 2017 had been approved as an accurate record and endorsed by the chair at the meeting on 31<sup>st</sup> October.

With regard to the minutes of 31<sup>st</sup> October 2017 a suggested amendment to item 3.1 had been tabled in advance by LB and this had been circulated with the minutes. BE suggested an alternative wording to the minute which he had shared with LB in advance of the meeting. During the discussion on this PD proposed that the minute be amended in line with what BE had suggested and this was seconded by BD. PD left the meeting before the discussion was completed, however with the meeting's agreement a vote was taken and the proposal was passed by a clear majority with one abstention (KB) and one vote against (CM). It was therefore agreed that the minute be amended to read; "BE advised the meeting that he has been unable to progress the grant funding paperwork as he was waiting for a complete account of expenditure. The new grant application is now urgent as there are two invoices that need to be settled and BE asked that the account information be expedited".

The minutes were agreed as an accurate record subject to the above change being incorporated. This was subsequently actioned by the chair at the end of the meeting.

## **3. To Receive an update on actions arising from the meetings of 17<sup>th</sup> and 31<sup>st</sup> October 2017 not otherwise on the agenda.**

The chair stepped through the actions on each page of the minutes of the two previous meetings and no further comment was forthcoming.

## **4. To Address Items of Correspondence**

4.1 Comments on the draft Housing Needs Survey from Teresa Rabbets, W&PBC Housing Enabling Officer were noted as was the information she had kindly produced regarding current housing need in Preston Ward and Sutton Poyntz.

## **5. To Receive a progress report from the Survey Sub-Group and confirm arrangements for the Stage Two Consultation process.**

The chair referred to the report which had been submitted in advance and thanked those members who had provided feedback on the various drafts. Each of the following documents was considered.

5.1 Covering Letter – A question was raised as to whether the return date of 5<sup>th</sup> January 2018 should be a formal cut-off date. After discussion it was agreed that responses be accepted after the deadline but not once the analysis had been completed and the summary was at the draft stage.

It was agreed to incorporate reference to the work of the sub-groups and the fact that their membership was drawn from a wider group and not restricted to the Steering Group.

Minor changes were agreed to the covering letter which the Chair and Minutes Secretary noted down.

5.2 Housing Needs Survey – The chair introduced this document and then asked each member in turn for their comment. No comments were forthcoming and the document was endorsed in its current form.

5.3 Stage Two Survey – The chair asked for comment on each question in turn.

Question 1 was agreed.

Question 2 was agreed subject to a minor change proposed by Brian Wilson via e-mail - in line 2 of the question change “the” to “a”.

Question 3 was agreed.

Question 4 had been amended to include an initial question as to whether a list of green spaces should be created. The list of proposed green space in part b) resulted in much discussion. Feedback received earlier from Brian Wilson expressed concern as to the length of the list and the inclusion of grass verges. Concern was expressed that the length of the list would discourage respondents from fully considering each potential green space and there was further concern as to the inclusion of private gardens. After discussion it was agreed to remove grass verges along with references G9 (open grass area by the pond), G15 (Springside Orchard) and G16 (Margaret’s Seat) from the list of proposed green space in the survey.

Before consideration of Question 5 there was a debate regarding the order of questions and some members felt that the housing questions should come earlier in the survey. The chair explained that the survey sub-group had recognised that there would be different views on this and had therefore decided to order the questions in alphabetical order of the key topics. It was recognised that there were pros and cons to having the housing questions at the front of the survey, however, there was an option to revisit this and it was agreed to leave the final decision to the survey sub-group.

Question 5. Several members pointed out that virtually any kind of development will impact a view into the area. BE suggested that in his opinion there were two very different types of view; those from within the area which related to the near view and could be addressed as green infrastructure and those from outside the area which may be best considered under a visual impact assessment. He also referred to his earlier discussion with Brian Wilson regarding what may or may not be acceptable to the Local Authority and independent examiner at the examination stage of the process in this respect. After brief discussion on whether to split the list of key views it was finally agreed that this could be addressed at the policy writing stage and that a single list be adopted for the survey, limited to views from inside the Neighbourhood Plan Area as advised by the consultants.

Question 6 was agreed.

Questions 7, 8, 9 and 10 were agreed subject to minor formatting changes

Question 11. It was suggested that the initial question “Do you agree ...” be removed as unnecessary. It was agreed that for clarity a separate context statement should be provided for part b). In addition minor formatting and grammatical changes were agreed.

The map was agreed subject to minor changes so as not to mask detail.

Question 12. Discussion took place as to whether it was appropriate to name individual properties, even those within street scenes, as this could have an impact on property value, although it was accepted that there was no definitive evidence in this respect. It was agreed that BE would seek the permission of individual property owners for inclusion on the list and attempt to contact as many of those contained within street scenes as was feasible. Subject to this the question was agreed.

**Action: BE**

Question 13. It was agreed to remove the first sentence and replace the word “any” with “a” in the second sentence.

Question 14 was agreed subject to a reduction in the size of the comments box at the end of the question.

Question 15 was agreed.

Question 16 was agreed. It was noted that Brian Wilson had expressed concern that part b) would not be able to be incorporated into policy and this will have to be addressed at the policy writing stage.

Question 17 was agreed.

Question 18 was agreed subject to provision of a larger box for responses in part b).

Question 19 was agreed.

**Any actions not otherwise allocated: Survey sub group**

5.4 Arrangements for the public consultation were outlined by the chair. The primary distribution would take place on the 1<sup>st</sup> to 5<sup>th</sup> December and additional distributors would be required in order to spread the work load as it was intended to knock on doors and deliver the surveys personally.

At this point LB interjected to notify the meeting of an e-mail from PD to the Steering Group members stating that he had decided to ‘stand down’ from the Steering Group and proceeded to read this out. This was noted.

In the absence of the Place Appraisal editor the chair outlined the major changes to the Place Appraisal since the last meeting which primarily related to Section 5: Opportunities and Recommendations and Section 6: Village Character. A discussion took place on the value and associated costs of distributing hard copies of the draft Place Appraisal to all residents, either as a full or part document. It was agreed to provide six printed loan copies of the Place Appraisal to each Steering Group member with several additional copies available at public locations such as the Springhead Pub. The final arrangements were to be left to the survey sub-group.

Dates agreed for follow up calls to collect the surveys were the 15 to 17<sup>th</sup> December 2017 and 1<sup>st</sup> to 5<sup>th</sup> January 2018.

Volunteers to be present to discuss the Place Appraisal and answer questions at the coffee morning open session on 1<sup>st</sup> December were required. SE, CM, AH volunteered and HL agreed to check his availability. BE would be present on the day but involved in other duties.

**6. To Receive reports from sub-groups other than those relating to matters already discussed.**

It was suggested that since the sub-group reports had already been circulated no further feedback was necessary. This was agreed, however, the chair encouraged members to read the sub-group minutes when they are circulated.

**7. To Review progress against the 2017 Neighbourhood Plan timetable**

The chair noted that we were currently on schedule and suggested that the provisionally planned open days be removed from the timetable in view of the proposal to knock on doors and seek returns of surveys from residents.

**8. Any Other Business**

No items were raised. LB offered her apologies in advance for the December meeting.

**9. Date and Time of the next meeting**

The next Steering Group meeting was confirmed as Tuesday 19th December 2017 at 7.30pm.

The meeting ended at 21.42 hours.